

Dear 2014 Summer Express Program Parents,

We would like to welcome you to the 2014 Summer Express Program at **Sunnyvale Middle School**. In June, a map of the campus with classroom assignments, a class schedule card, and emergency cards for sessions one and two will be mailed home. Since the first day can be somewhat overwhelming, here are a few tips and some important reminders to take into consideration to ensure your child is well prepared.

1. You can visit the campus on Friday, June 20 between **11am to Noon** to familiarize your child with the campus (room locations, bathrooms, main office, etc.). Because Summer Express is structured to be an individualized program, **all participants are required to get from one class to the next, on their own.** If this is of concern to you, you may want to consider another type of summer program that may better fit your child's needs. Please keep in mind that students must be enrolled in consecutive classes to remain on campus. If they are enrolled in only 1 class, they must be dropped off just before class begins and picked up immediately after.
2. Sunnyvale Middle School playing fields and track are open to the public, and there are other community and school district programs operating on the school campus at the same time as Summer Express. Please let your child know that if they have a problem or unable to locate their class they should contact a Summer Express instructor or volunteer. Instructors are easily identifiable in navy blue Summer Express t-shirts and volunteers wear teal blue Summer Volunteer t-shirts. The staff and volunteers also wear name tags.
3. **Emergency Cards must be completed and turned into the Sunnyvale Community Center by Thursday, June 19. After June 19 emergency cards can be turned into the Summer Express staff located in the office at Sunnyvale Middle School. Please sign the liability waiver on the back of the Emergency Card.** There are two Emergency Cards, one for each session. If your child is enrolled in both sessions, you must fill out **BOTH** cards; however, if they are enrolled in only one session you will need to fill out the card **for the appropriate session** (please return any unused cards). **If your child requires an Epi Pen please contact the camp coordinator at least one week prior to attending camp so we may have time to develop a response plan with your child's physician. If your child is enrolled in the cooking class please be sure to list any food allergies.**
4. **Fill out the blue Class Schedule Card** and have your child carry it with them at all times. This will help instructors and volunteers to direct children to their classrooms, as well as, help your child to remember their classes. If your child is enrolled in the Morning or Afternoon Club X please mark the appropriate box. **To help you find your child's schedule, you can refer to your receipt.**
5. Morning and Afternoon Club X is a program that runs weekly instead of bi-weekly. If your child is signed up for the Morning or Afternoon Club X camp program please have your child meet at **Multi-Purpose Room #1**. This is where Club X will be located and where you should drop off/pick your child up from. For the Afternoon Club X program, since your child will be on campus all day, please send them with a lunch as there will not be any food services available. Each child will be checked in by the Club X staff, have an opportunity to eat lunch and then head right into the days planned activities. A parent letter with more detailed information will be mailed home in June.

6. While picking up or dropping off your child, parents must use the Mango Avenue parking lot and not the driveway in front of the school office. This will avoid congestion in front of the office. **Important: Parents please make arrangements with your child on where to meet at the end of the day.**
7. For participants who have classes located on the blacktop or tennis courts, extra staff and volunteers will be located at the front & side entrances to the school campus and will help direct participants to their class locations. *This will occur the first two days of each new session only.*
8. **Be aware that there is no early morning supervision unless your child is enrolled in Morning Club X.** Classes will begin promptly at 9:00 a.m. In addition, please be prompt in picking up your child. **There will not be staff supervision after 1:05 p.m.** If afternoon care is of concern to you, please look into the Afternoon Club X program.
9. **For the safety of our participants we ask all visitors (including parents & guardians) to stop by the main office and obtain a visitor pass.** During the first day of each session, parents will be permitted to walk their children to their first class. There will be an observation day at the end of the session that your child may invite you to, for classes that host demonstrations. Adults are not allowed to linger on campus. If you need to pick your child up early, please check in at the front desk. A staff member will assist you with finding the classroom to get your child.
10. **Please be aware that students will NOT be able to change their classes on the first day of each session. After the first day of class, if your child would like to change their classes this can be done of the second day of each session only! Transfers on the second day can be done at the School office. A \$10 transfer fee will be applied.**
11. Please label any equipment or clothing that your child may bring to the program with their full name and phone number. The City of Sunnyvale is not responsible for any lost or stolen items. It is recommended that participants do not bring any valuable items to the program. Participants may use the Summer Express Office to check personal items in and out (In-line skates, tennis rackets, guitars etc.).
12. It is the student's responsibility to provide and wear safety equipment for the Rollerblade Clinic and Roller Hockey classes; **this includes a helmet and pads.**
13. There is a 15 minute break for a snack between second and third period. Children are encouraged to bring a snack as there will be no food service available on campus. Also, for children involved in the sports classes, please be sure to have them bring a water bottle.

Thank you for being a part of our summer,

Raquel Christopher  
Recreation Coordinator  
City of Sunnyvale  
Department of Library and Community Services  
(408) 730-7523  
rchristopher@sunnyvale.ca.gov